

experience	بجرب	excerpt	مقتطفات	CV	سيره ذاتيه
nursing	تريض	interview	مقابله	Social media	اتواصل الاجتماعي
present	حاضر - هديه يقدم	colleagues	زملاء	post	عمود - وظيفة
excellence	تفوق	Economics	اقتصاد	Business Studies	دراسات ماثليه
award	بكافئه - مكافاه	profile	الملف الشخصي	internship	فترة تدريب
nursing	تريض	professional	محترف	achievable	يمكن تحقيقه
Self-management	الاداره الذاتيه	productivity	الانتاجيه	attend	يحضر
candidate	مرشح	curriculum vitae	السيره الذاتيه	full-time	لوام كامل
Human resources	موارد بشريه	intern	متدرب	benefactor	محسن - محب للتخير
part-time	لبعض الوقت	training	تدريب	organise	ينظم
department	قسم	education	تعليم	skills	مهارات
summary	ملخص	currently	حاليا	résumé	سيره ذاتيه
qualification	موهل	grade	درجه - تقدير	impression	انطباع
strategy	سياسه - استراتيجيه	habits	عادات	Waitress	جرسونه
develop	يطور - يستثمر ينمي	audiences	الجمهور	orchestra	اوركسترا
Volunteer	متطوع - يتطوع	clear	واضح	supply	يعدب - امداد
consider	يعتبر - يفكر	culture	ثقافه	comment	تعليق
base	قاعده - يوسس	evaluate	يقيم	fluent	فصيح
conclusion	خاتمه - استنتاج	processes	عمليات	fluency	طلافه
colossal	ضخم - هائل	feedback	استرجاع - نتائج	in charge	مسئول
calamities	مصائب - احداث	trifling	مشئت - تافه	trace to	يتتبع - يقتلى اثر
responsibility	مسئوليات	multinational	متعدد الجنسيات	permanent	دائم
measures	اجراءات	excel	يتفوق - التفوق	temporary	موقت
motivate	يحفز	reward	بكافئه	do right	يقبل الصبح
position	مكانه - وظيفه	lack	نقص - ينقص	employee	موظف
fire brigade	مطافي	Fire fighter	رجل المطافي	editorial	اللتاميه - كلمه العدد
helmet	خوذه	protective	واقفي	applicant	متقدم لوظيفه
expenses	تكاليف	impress	بوئر	pandemic	جائحه - وباء
overlook	يطل على	residential	سكني	journalism	الصحافه
adopted	تبني	employer	صاحب عمل	convict	مجرم
extravagant	مصرف غالي - منهور	lodgings	مساكن	argument	جدال
sigh	يتنهد	admirers	معجبين	arrogant	متكبر
in debt	مدينون	interrupt	يقاطع	funeral	جنزه
rough	خشن - هائج - قلس	astonished	مندعش		

### Definitions

profile	A short description that gives important details about a person or a group.	الملف الشخصي
professional	Doing a job , sport or activity for money.	محترف
CV (Curriculum Vitae)	a summary of a person's education, experience and skills. 'Curriculum vitae' is a Latin phrase and means 'course of life'. It's used in British English.	السيره الذاتيه
calamities	big problems or accidents	مصائب - احداث
trifling	small or unimportant	مشئت - تافه



<b>trace to</b>	<b>find the reason why something happened</b>	<b>يتتبع - يكتفى أثر</b>
<b>human resources</b>	<b>the department who finds people to work and organises training at a company</b>	<b>موارد بشرية</b>
<b>Human being</b>	<b>People who live on the earth.</b>	<b>الجنس البشري</b>
<b>nursing</b>	<b>The job or skill of looking after people who are ill or injured.</b>	<b>تدريب</b>
<b>in charge</b>	<b>Responsible for</b>	<b>مسئول</b>
<b>To be charged</b>	<b>To pay the expenses</b>	<b>يغرم</b>
<b>intern</b>	<b>a person who is working at a company for a short time to get work experience</b>	<b>متدرب</b>
<b>full-time</b>	<b>a job someone does for the whole of the working week .</b>	<b>دوام كامل</b>
<b>part-time</b>	<b>a job someone only does for some of the working week.</b>	<b>لبعض الوقت</b>
<b>Internship</b>	<b>when someone works for a company to get work experience</b>	<b>فترة تدريب</b>
<b>candidate</b>	<b>a person who is interested in getting a specific job</b>	<b>مرشح</b>
<b>feedback</b>	<b>Advice, criticism etc about how successful or useful something is</b>	<b>استرجاع- نتائج</b>

### Expressions

<b>gain work experience</b>	<b>يكتسب خبرة العمل</b>	<b>an online professional profile</b>	<b>الملف الشخصي المهني</b>
<b>A presentation on finding..</b>	<b>تقديم عند إيجاد</b>	<b>Set a goal</b>	<b>يحدد هدف</b>
<b>make notes on</b>	<b>ياخذ ملاحظات</b>	<b>works for a company</b>	<b>يعمل لشركة</b>
<b>Make a plan</b>	<b>يعمل خطة</b>	<b>a specific job</b>	<b>وظيفة خاصة</b>
<b>in digital marketing</b>	<b>تسويق رقمي</b>	<b>High School</b>	<b>مدرسة عليا</b>
<b>advanced level</b>	<b>مستوى متقدم</b>	<b>Participate in=take part in</b>	<b>يشارك في</b>
<b>Social media assistant</b>		<b>design and build websites</b>	<b>يصمم وينشئ مواقع</b>
<b>Design social media posts</b>	<b>يصمم مواقع التواصل</b>	<b>Skilled photographer</b>	<b>مصور ماهر</b>
<b>customer service skills</b>	<b>مهارات خدمة العملاء</b>	<b>give presentations</b>	<b>يقوم بالتقديم</b>
<b>what type of person you are</b>	<b>ما نوع شخصيتك</b>	<b>play the violin</b>	<b>يعزف على</b>
<b>do an internship</b>	<b>لديه تدريب</b>	<b>making videos</b>	<b>يصنع فيديوهات</b>
<b>organisational skills</b>	<b>مهارات تنظيمية</b>	<b>training programme.</b>	<b>برنامج تدريبي</b>
<b>make links</b>	<b>يعمل رابط</b>	<b>work experience</b>	<b>خبرة العمل</b>
<b>do a responsible job</b>	<b>يتولى وظيفة ذات مسئولية</b>	<b>Speak fluently</b>	<b>يتحدث بطلاقة</b>
<b>responsibility for</b>	<b>مسئولية ل</b>	<b>go wrong</b>	<b>يتعطل</b>
<b>a job interview</b>	<b>مقابله لوظيفة</b>	<b>impression on</b>	<b>التطباع على</b>
<b>an internship at a company</b>	<b>فترة تدريب في الشركة</b>	<b>start-up idea</b>	<b>فكرة بدأ التشغيل</b>
<b>the new product team</b>	<b>فريق المنتج الجديد</b>	<b>follow-up</b>	<b>متابعه</b>
<b>project management</b>	<b>ادارة المشروعات</b>	<b>answer to</b>	<b>اجابه ل</b>
<b>long-term goal</b>	<b>هدف طويل المدى</b>	<b>a project manager</b>	<b>مدير مشروع</b>
<b>make a list</b>	<b>يعمل قائمه</b>	<b>work on projects</b>	<b>يعمل في مشروع</b>
<b>move on to</b>	<b>ينتقل الى</b>	<b>managing projects</b>	<b>ادارة المشروعات</b>
<b>Such as seeing friends</b>	<b>مثل رؤية الاصدقاء</b>	<b>international role</b>	<b>دور دولي</b>
<b>Fall in love with</b>	<b>يقع في الحب</b>	<b>keeping going</b>	<b>بواصل</b>
<b>a well-paid job</b>	<b>وظيفة ذات ماهية جيدة</b>	<b>stay in contact with</b>	<b>يكون على اتصال مع</b>
<b>act professionally.</b>	<b>يتعامل بمهنية</b>	<b>take on challenges</b>	<b>قبل التحدي</b>
<b>a full-time job</b>	<b>وظيفة ذات دوام كامل</b>	<b>Come up</b>	<b>يقتررب</b>
<b>According to the speaker</b>	<b>بالنسبة للمتحدث</b>	<b>the editorial department</b>	<b>قسم الاعداد</b>



<b>dressed smartly</b>	برندي بانه	<b>take-off and landing</b>	الاقلاع والهبوط
<b>Clearly communicated ideas</b>	افكاره تم نقلها بوضوح	<b>relevant to</b>	متعلق بـ
<b>Make a fortune</b>	يعمل ثروة	<b>pay off the debts</b>	يسدد الديون

### Derivatives

Verb		Noun		Adjective	
<b>apply</b>	يتقدم	<b>applicant</b>	متقدم		
<b>graduate</b>	يتخرج	<b>graduate-graduation</b>	خريج- تخرج	<b>graduated</b>	متخرج
<b>profile</b>	يعد ملف شخصي	<b>profile</b>	ملف شخصي		
<b>qualify</b>	يؤهل	<b>qualification</b>	مؤهل	<b>qualified</b>	مؤهل
<b>motivate</b>	يحفز	<b>motivation</b>	تحفيز	<b>Motivational</b>	تحفيزي
<b>develop</b>	يطور	<b>development</b>	تطوير	<b>developed- developing</b>	متقدم - نامي
<b>employ</b>	يوظف	<b>Employer- Employee</b>	صاحب عمل- موظف	<b>employed</b>	موظف
		<b>fluency</b>	طلاقة	<b>fluent</b>	طليق - فصيح
<b>protect</b>	يحمي	<b>protection</b>	حماية	<b>protective</b>	واقفي
<b>evaluate</b>	يقيم	<b>evaluation</b>	تقييم		
<b>argue</b>	يجادل	<b>argument</b>	جدال		

### Antonyms

Word		Antonym	
<b>national</b>	اطني	<b>international</b>	دولي
<b>intern</b>	متدرب	<b>trainer</b>	مدرّب
<b>employed</b>	موظف	<b>unemployed</b>	عاطل
<b>employer</b>	صاحب العمل	<b>employee</b>	موظف
<b>Full time</b>	دوام كامل	<b>Part time</b>	جزء من الوقت
<b>Long term</b>	طويل المدى	<b>Short term</b>	قصير المدى
<b>Volunteer</b>	متطوع	<b>draftee</b>	مجنّد
<b>professional</b>	محترف	<b>amateur</b>	هواة

### Synonyms

Word	Synonyms	
<b>colossal</b>	<b>Big- huge</b>	ضخم
<b>profile</b>	<b>description</b>	ملف شخصي
<b>responsible</b>	<b>In charge of</b>	مسئول عن
<b>lack</b>	<b>shortage</b>	سيرة ذاتية
<b>résumé</b>	<b>CV (Curriculum Vitae)</b>	بؤيد - بدعم
<b>Volunteer</b>	<b>Benefactor- contributor</b>	بجمع - بربط
<b>intern</b>	<b>trainee</b>	برفع



### Language Notes

1- '**Curriculum vitae**' is a Latin phrase and means 'course of life'. It's used in British English.

2. **A part of my car** was damaged by a bicycle yesterday. ( جزء )

- I like most kinds of vegetables **apart from** onions. ( باستثناء )

**Choose:**

- She wanted to trick all her admirers, **(a part/apart from)** her fiancé.

3- **While he was on holiday**, he took a lot of photos.

**During his holiday** ,.....

4 - **When he decided** to travel to Italy, he told all his friends.

- **When deciding to**.....

- On deciding to.....

5- would like (love) (prefer) + to+ المصدر

- Like - love- prefer + v.= ing (or) اسم

- would rather + المصدر

### ( التفضيل )

1-Like ( love) + v.+ ing ( than) + v.+ ing

2-prefer + v.+ ing ( to) + v.+ ing

3-would rather + المصدر ( than) المصدر

4-would Like ('d love) + to+ المصدر ( than) المصدر

Ex. I like playing football more than watching it

I prefer playing football to watching it

I would rather play football more than watch it

I would like to play football more than watch it

6- After he meets his friends, he will go home.

After meeting his friends, he will go home

After a year, he will join the university.

- He ate his breakfast, after that, he went to the club.

7. experience ( خبره يكتسبها الشخص من خلال العمل و هي لا تعد )

- They got the job because I had a lot of experience

- My father has a lot of experience as a merchant.

-experiences ( مواقف وتجارب الحياة معدوده )

- Writers have a lot of experiences using in their writings.

- experiment ( تجربه معمل )

- Scientists do a lot of experiments to find new cures for the new diseases.

8. graduate as + ( وظيفه ) - He graduated as a doctor in 2020.

- graduate + in+ ( السنه - المجال ) - He graduated in medicine in 2020

-graduate from ( يتخرج من ( فعل ) - He graduated from Zagazig University in 2020

- graduate ( خرج ) - He is a graduate of Zagazig University.

-graduate with a degree in - He graduated with a degree in medicine in 2020

9. award ( جائزه - منحه - يمنح جائزه معنويه مثل جائزه نوبل الناحيه الادبيه اكثر من الماديه - سهاده دراسه )

- Ahmad Zewail was awarded Noble Prize for chemistry .

- reward ( مكافاه عاليه ماديه - بكافيه )

Parents often give their children rewards for passing exams

- a ward ( غير في مستشفى )

- rewarding ( مجزي - صغه ) - Teaching is a rewarding job.

- Present / gift ( جائزه بدون مقابل )

- Prize ( جائزه ماله ) - Ali won a prize for his wonderful painting.

لاحظ ان بعض الصفات الزمنيه ممكن تكون صغه او حال باضافه (ly)

day -daily / week -weekly / hour -hourly / year -yearly / month - monthly

They visit him weekly. ( صغه ) - they visit him weekly. ( حال )

### LISTENING TEXT

1)

Hi! My name is Fatma Al Aziz. I live at flat 1, 16 Heliopolis Road, New Cairo. I am hoping to get an internship at a dentist's where a lot of the children in my area go to. I'm going to reply to the dentist's as soon as I complete my CV.

I've just finished at new secondary school, and I got top marks in all my exams except for art. I've never been very good at art, and I did not pass my exams. I love children, and at weekends I work as an assistant at a local children's charity. They help children from poor families in the area. I play games with the children and sometimes take them out to the local park.



I like giving talks to people, and I don't mind speaking to large crowds. I can also speak English and French. My mother is from Paris.

Outside school, I love birds and I sometimes go to the countryside to go bird watching. There's some amazing birds in the wetlands near to where my uncle lives. I take photos of the birds too. I'm very good at photography.

---

2)

Hello and welcome! Today we're going to be looking at how students can make good choices about the type of internships( they apply for. We'll look at the points you need to consider when you're making choices. First, I'll talk about finding an internship which is a good fit for your skills and interests. After that, I'll go on to look at finding a company which you benefit from working with, and my final point will be how to choose an internship that will increase your chances of finding employment afterwards.

So, start by thinking about what you really enjoy doing; what really interests you. If your choice is based on these factors, you're likely to benefit more from the work experience you do. Once you've identified your areas of interest, you can start to look for a work experience position where you will be able to learn more about them.

You also need to find a company or an organisation that is right for you. That means finding out more information about the type of culture which exists there. When I talk about culture here, I mean the decisions that are made in a company about how work will happen there, specifically how people work together, where they work and when those types of things. Find out from HR whether you'll be working in a team or mainly on your own, and whether the atmosphere in the workplace will be relaxed or more formal.

Of course, the main reason for doing an internship is to get a job afterwards, so just remember that some internships will be more helpful than others. You could, for example, try to find out if a permanent job was later offered to the last person who did an internship at that company. If that was the case, and getting a job directly after completing your internship is your goal, that company clearly becomes an attractive option.

On the other hand, working for well-known companies will make it easier for you to find employment and any company you decide to apply to. Having an internship at respected company on your CV can give you an advantage over other candidates in the job market.

---

3)

**Interviewer** : Good morning. You must be Nabil Al Gamal. Great to see you! My name is Katie Jones.

**Nabil** : Nice to meet you!

**Interviewer** : So, please take a seat, Nabil. I have a few questions I want to ask you to find out a little bit more about you, and then of course you can ask me any questions you might have.

**Nabil** : Sure!

**Interviewer** : Great! So, as you know, the successful candidate will be offered an internship in the product team. That means that he or she will be involved in communicating with customers to get feedback from them about our products, helping to develop strategies for marketing new products, and generally sharing relevant information about our products with other departments. Some of these tasks could be done from home, but we'd expect you to come to the office at least two days a week. We've noticed that interns



often have to be given quite a lot of attention and support and I am very happy to give you that here in the office. I hope that all sounds OK to you.

**Nabil** : Yes, of course. It sounds great!

**Interviewer** : OK. Let's get started then. I see that you're still at school at the moment. Which subjects are you particularly interested in?

**Nabil** : Well, I really enjoy business studies at school. I've taken part in a competition with other students to create a small startup company. My team came up with an idea for an app that can be used to buy and sell second hand clothes.

**Interviewer** : Well! That sounds very interesting! So, I suppose your team is hoping to be as one of the finalists for this competition, or maybe even to win it?

**Nabil** : Yes, that would be amazing!

**Interviewer** : Great! But would this internship be the first time you've worked in a company?

**Nabil** : Yes, it would. I've never done an internship or any kind of work experience in a company before, but I do work in a clothes shop at the weekend.

**Interviewer** : That's interesting! So, you already have some sales experience.

**Nabil** : Yes, I have learnt a lot about how to do with customers and what needs to be done if a customer is unhappy with the product, for example.

**Interviewer** : OK! So, when you're working at your shop, what would you say are the things you can already do well, and what are areas where you need to improve?

**Nabil** : Mm! Good question! I would say that I'm good at talking to the customers and making them feel comfortable in our shop. I can always answer any questions that they might have. But, on the other hand, I think I sometimes spend too much time talking to each customer and that means the other customers have to wait longer. So that's something which could be improved, I think.

---

4)

**Interviewer** : Good afternoon. You must be Lara Fawzi. My name is Amanda Blair.

**Lara** : Pleased to meet you!

**Interviewer** : First, I'll tell you a bit about the internship, and of course you can ask me any questions you might have.

**Lara** : Sure!

**Interviewer** : Great! So, as you know, the successful candidate will be offered an internship in the editorial department of the publishers.

**Lara** : What skills do I need?

**Interviewer** : Well, your CV says that you have good computer skills and a good level of English, which is great. Basic training will be given in some of the other skills you will need.

**Lara** : Is the job based here in Cambridge?

**Interviewer** : No, the job is based in our London office. But some of your tasks can be done from home, but we expect you to go to the office at least three days a



week.

**Lara** : Do I need to have a computer for when I work at home?

**Interviewer** : Work laptops can be taken home for this but must be brought back at the end of each week. Our laptops should not be used to play games or watch films, for example.

**Lara** : Of course. I live in Cambridge, so will I have to pay to travel to London?

**Interviewer** : Successful candidates will be offered expenses for your travel to and from work, but I'm afraid you won't be paid otherwise. But this is normal for an internship. Now, do you have any more questions?

**Lara** : Yes. If I am successful and get the internship, will there be a possibility of a full-time job at the end of it?

**Interviewer** : Details will be kept of all interns that we are impressed with for possible future employment. Now, let's move on to some questions about you.

---

## **READING**

### **Emma Day**

**1. Contact information** 25 Oak Lane, Manchester, M1 3AL

07159 135 118

emma.day@gmail.com

I am currently looking for an internship in digital marketing in the Manchester area.

#### **2 Education**

September 2013 - July 2021 Bridgetown High School, Manchester

- 3 Advanced level qualifications at grade A in Business Studies, Economics and English
- Awarded the school prize for excellence in Economics in my final year

#### **3 work experience**

March 2020 - Present Social media assistant, Manchester Evening News (part-time)

- Designing social media posts for news stories
  - Working with colleagues to develop a social media strategy for the newspaper
  - Participating in a project to research social media habits with colleagues from other countries
- January 2019 - December 2019 Waitress, Clive's Café (part-time)
- Worked as part of a team
  - Developed customer service skills

#### **4 Skills**

- Able to design and build websites
- Skilled photographer
- Able to give presentations to large audiences

#### **5 Hobbies and interests**

- Playing the violin in the school orchestra
- Volunteer in an old people's home at the weekend
- Taking photographs and making videos

---

### **Youssef El Badawey**

I've recently graduated from high school and I'm currently looking for an internship at a multinational company where I can learn more about international project management. My long-term goal is to have a successful career as a project manager where I work on projects with teams from many different countries. I've had some experience of working on and managing projects at school and I enjoyed the experience so much that I decided that this was the only career for me. While I was at school, I was awarded a prize for excellence in foreign



languages. The fact that I'm able to speak several different languages will help me to succeed in an international role. I also have very good organisational skills and I'm a great team player, after spending seven years playing volleyball at school and playing for my school for five of those years

### Setting achievable goals

Setting a goal is a clearly the first step towards getting an internship you want to do or having the career you are dreaming of. However, you need to make sure that you are able to achieve the goals you set.

- Make a list of different things you need to do to achieve your goals. Divide these things into smaller tasks. When you achieve one of these smaller goals, reward yourself by doing something you enjoy such as seeing friends or playing your favourite sport. This will motivate you to keep going.

### A presentation

Hello and welcome. Today I'm going to be giving advice about internships. First, I'll talk about what most companies will expect from you. After that, I'll give advice about how best to put yourself in a position where you might be offered a job. My final point will be what to do when your internship finishes.

- To start with, remember to always act professionally.

- If you hope to get a full-time job at the company where you will be an intern, find out what kinds of skills you will need for the job. If you lack any of these skills, try to improve. For example, if the job wants someone who can give presentations, see if you can practise this by giving talks to your tea

- Watch people at the company, too. Who is successful and why? Ask them how they got their jobs and try to learn from them. Don't be afraid to ask questions, and don't be afraid to take on challenges. If something difficult comes up, accept the challenge; employees will like this.

- Finally, after your internship has finished, try to stay in contact with important people at the company.

Azza Nakhla 07159 125 147 azzanakhla.day@gmail.com

I'm currently looking for an internship at a website where I can learn more about writing online news stories. My long-term goal is to have a successful career as a journalist where I can work on websites covering national and international news. I enjoyed the experience so much that I decided that this was the best career for me. While I was at school, I was awarded a prize for a writing project. I also have very good communication skills and I'm a great team player, after spending five years as captain of the school basketball team.

### Exercises

choose the correct answer

1-A-An.....a person who is working at a company for a short time to get work experience

a) trainer                      b) intern                      c) employer                      d) employee

2- The company received over 100 ..... from interested applicants.

a) CVs                      b) PCs                      c) PhDs                      d) Its

3-The campaign was poorly ..... so it did not succeed.

a) deprived                      b) furnished                      c) organized                      d) trained

4. The Egyptian tournament is open to both amateurs and .....

a) volunteers                      b) professionals                      c) draftees                      d) coaches

5-When they are ..... for a job, some people start their CV with personal details.

a) application                      b) applying                      c) applicant                      d) apply



6. A..... job someone does for the whole of the working week.  
a) part time      b) complete      c) a part time      d) full time
7. The only thing that my employer seems to care ..... is money. He is ready to sacrifice any thing for it.  
a) in      b) with      c) about      d) at
8. During emergencies , we should.....122.  
a) contact      b) communicate      c) connect      d) watch
9. .... is perhaps the most important language skill.  
a) Emergency      b) frequency      c) Fluency      d) infancy
10. The manager gave a short .....at the beginning of the meeting to show their agenda.  
a) position      b) presentation      c) reports      d) situation
- 11- The company hopes that its new ..... will sell very well.  
a product      b production      c productive      d producer
12. The firefighters wear .....suits during the fight of fires  
a product      b production      c productive      d producer
13. A..... job someone only does for some of the working week.  
a) part time      b) complete      c) a part time      d) full time
- 14- Is your cousin going to ..... for the job in the bank?  
a) supply      b) imply      c) qualify      d) apply
15. We should teach our children to .....goals before studying to achieve them.  
a) sit      b) set      c) sat      d) seat
15. If our children have achieved their goals, they should.....themselves.  
a) punish      b) clap      c) discourage      d) reward
- 16-This ..... provides opportunities to acquire new skills. It will last for a month.  
a) internship      b) friendship      c) partnership      d) cleverness
17. The applicants have to send their CVs before.....them.  
a) asking      b) interviewing      c) avoiding      d) justifying
- 18.The army captain is in ..... of fifty soldiers today.  
a) charge      b) change      c) core      d) care
- 19.My father spent all his..... working in a bank.  
a) work      b) job      c) career      d) carer
- 20-The school has a system of ..... and punishments to encourage good behaviour.  
a) words      b) worms      c) rewards      d) rewords
- 21-To ..... is to give or supply something to someone.  
a) process      b) progress      c) provide      d) procure
22. We should all develop our.....to able to face the difficult situations.  
a) memories      b) skills      c) sets      d) devices
- 23.A.....is a person who is interested in getting a specific job.  
a) trainer      b) candidate      c) employer      d) employee
24. The.....is the department who finds people to work and organises training at a company.  
a) human relation      b) human beings      c) human resources      d) human rights
- 25..... vitae is a summary of a person's education, experience and skills  
a) Curcumin      b) Curiosity      c) Currency      d) Curriculum
26. My sister studied ..... at Cairo university.  
a) nurses      b) nursing      c) nursed      d) nurse
27. There are a lot of young people who work for certain companies to get work.....  
a) experience      b) experiences      c) experiments      d) experts
- 28.Tarek has all the right ..... to make him an excellent applicant for the job.  
a) answers      b) quantities      c) qualifications      d) grades
29. Jobs can give writers ..... that they can use in their writing.  
a) experiences      b) experienced      c) experiments      d) experts
30. This is a/an ..... job and the hours are 8.00 am to 6.00 pm for five days a week.  
a) part time      b) complete      c) a part time      d) full time
- 31.My cousin has got a/an ..... with a computer company. He hopes to develop his skills.  
a) internship      b) friendship      c) partnership      d) cleverness
- 32- Although he has only been here for six months, he can speak English .....  
a) abruptly      b) arrogantly      c) fluently      d) currently
33. While at school, Emma received a prize .....writing poetry.  
a) by      b) for      c) in      d) with
- 34- These exercises are .....Some of them are easier than others.



- a) degree                      b) mark                      c) graded                      d) grade
35. The government should allow the governorates to have.....and make their decisions.
- a) self dependence                      b) self motivation                      c) self absorption                      d) self management
36. The..... should look smart and trust himself during the interview.
- a) interviewer                      b) interviewee                      c) presenter                      d) audience
- 37 - They will ..... the required qualifications to their e-mail
- a) detach                      b) catch                      c) match                      d) attach
- 38-We believe ..... on animals should be banned.
- a)experiments                      b) experience                      c) experiences                      d) examples
- 39-I had several bad..... during my last trip
- a) experiences                      b) experience                      c) experiments                      d) extensions
- 40.The bed was very uncomfortable, with thick,..... blankets.
- a) soft                      b) rough                      c) nice                      d) dirt
- 41-If you want them to interview you for the job, send them your .....
- a) CV                      b)BA                      c) WC                      d) BC
42. Our goals are achievable if they are set.....
- a) simple                      b)clearly                      c) quickly                      d) slowly
43. We should raise the .....of our companies to be able to compete the other counties.
- a) amounts                      b)quantities                      c) productivity                      d) appearance
- 44-Most youth want to get fantastic jobs without having the necessary .....
- a) qualifications                      b) quantities                      c) profiles                      d) pictues
- 45-If you want to know what sort of a person is, you can look at his .....on the Facebook.
- a) qualification                      b) quantity                      c) profile                      d) pictue
46. The synonym of Curriculum vitae is.....
- a) associate                      b) assure                      c) assume                      d) résumé
- 47- My daughter has the best ( quantities - paper - certificates-candidates ) for the job. She should get it.
- 48- My daughter is the best ( quantity - paper - certificate-candidate ) for the job. She should get it.
- 49-I filled in the (abbreviation - absorption - application - allegation) form and sent it off.
- 50-Karim is the most (delightful - passive - forgetful - skilled) player in our team. He plays so well.
- 51-Ali has applied (in - with - for - to) join the navy. It is a good.....
- a) career                      b) work                      c) occupation                      d) procession
- 52- My favourite team lost and failed to(liquefy - justify - qualify - reunify ) for the finals
53. The writer has..... some verses of the Quran to support his point of view.
- a) quote                      b) borrowed                      c) excerpted                      d) refered
54. The synonym of excerpt is.....
- a) excuse                      b) extract                      c) except                      d) expect
- 55-My father has (ignored - avoided - prevented - achieved) many things to be proud of.
- 56-Sara is (blunt - affluent - fluent - frequent) in three languages: Arabic, English and German.
- 57-My sister is a ..... nurse at our local hospital. She will get her qualification next year
- a) trainee                      b) committee                      c) degree                      d) nominee
- 58-I've got another job (conference - interview - advertisement - announcement) tomorrow.
- 59-A (document - department - adjustment - argument) is one of the parts of a large organisation.
60. Mu Salah is a wonderful player.....at football.
- a) training                      b) scoring                      c) interviewing                      d) excelling
- 61.Mr El Sebaei is the.....of the Green Party in the next elections.
- a) candidate                      b) applicant                      c) interviewer                      d) interviewee
62. The .....profession is one of the most important jobs for all the societies. They look after all people w ho suffer.
- a) nursery                      b) teaching                      c) nursing                      d) training
- 63-I have very poor technical (bills - skills - hills - wills). Could you help me fix my computer?
- 64- What ( guard - grade - degree certificate ) did you get in your maths exam?
- 65- Ayman cannot apply for the job in the bank because he is not ..... to do it.
- a qualification                      b qualified                      c quality                      d qualities
- 66.Sadat was ..... the Nobel Prize for peace.



a) rewarded      b) awarded      c) worded      d) awakened

67) Ali is a graduate ..... Zagazig University.

a. in      b. from      c. of      d. with

68) Ali graduates ..... Zagazig University.

a. in      b. from      c. of      d. with

69) Ali and Yumna are graduates ..... Zagazig University.

a. in      b. from      c. of      d. with

70) Ali graduated ..... law in 2005.

a. in      b. from      c. of      d. with

71) Mai graduated ..... an art degree in 2018.

a. in      b. from      c. of      d. with

72. All youth should try to ..... enough experience to get a good job.

a. earn      b. gain      c. win      d. got

73. The government has to take strict ..... to fight terrorism in Sinal.

a. measurements      b. law      c. measures      d. punish

74. My brother is proud of his ..... who help him to adapt to the difficult situations in the company

a. colleagues      b. classmates      c. company      d. applicants

75. All motorists must wear ..... to protect their heads in case of accidents.

a. caps      b. helmets      c. trousers      d. masks

75. The flood was a ..... that had affected all fields of life in the area.

a. calamity      b. fire      c. event      d. demonstration

76. A lot of countries suffer from natural ..... They can't overcome them without the help of the others.

a. calamities      b. forests      c. events      d. demonstrations

77. There are a lot of ..... districts in the new capital where youth can find cheap flats.

a. agricultural      b. cultural      c. residential      d. industrial

78. The Arab Contractors Company is a ..... one. It carries out great projects in different countries.

a. national      b. local      c. multinational      d. global

## Grammar

### PASSIVE FORMS

1- نستخدم المبنى للمجهول عندما يكون الحدث أهم من الفاعل

- The International Space Station **is seen** in the sky every night. (It is **not important** who sees it.)

- Food **is brought** to the hospital every day.

(The important thing is food, not the person who brought it.)

2- أو عندما لا يكون هناك أهمية لذكر الفاعل.

- The road **is closed** on Fridays. (It is not important to know who closes it.)

3- أو عندما لا يعرف من هو الفاعل.

- The TV programme about space **is being shown** at the moment.

4- كما نستخدم المبنى للمجهول عندما يكون واضحاً من قام بالحدث.

- They **were arrested** at the airport. (Only police officers can arrest people.)

5- إذا أردنا أن نذكر الفاعل في الجملة المبنية للمجهول ، نضع في نهاية الجملة مسبقاً بحرف الجر (by).

A movie is going to be watched **by millions of people** tonight.

6- يتكون الفعل في الجملة المبنية للمجهول من (be) في زمن مناسب و الفعل الأساسي في التصريف الثالث.

- He **will be** told where to park the car.

(Future)

- He **was told** where to park the car.

(Past simple)

- He **has been told** where to park the car.

(Present perfect)

- He **is being told** where to park the car.

(Present continuous)



## \* بعض الأزمنة في المعلوم و المجهول:

### Present simple المضارع البسيط

Active

inf. مصدر / inf. مصدر +s/es

- We always **take** the bottles for recycling.
- Someone **cleans** this room every day.

Passive

am/is/are + pp

- The bottles **are** always **taken** for recycling.
- This room **is cleaned** every day.

### Present continuous المضارع المستمر

Active

am / is / are + v. + ing

- The chef **is preparing** lunch now.
- Somebody **is mending** my car.

Passive

am/is/are + being + pp

- Lunch **is being prepared** now.
- My car **is being mended**.

### Future simple المستقبل البسيط

Active

will / shall + inf.

- The teachers **will mark** the exams tomorrow.
- They **will build** new houses here next year.

Passive

will / shall + be + pp

- The exams **will be marked** tomorrow.
- New houses **will be built** here next year.

### Be going to سوف

Active

be going to + inf.

- The government **is going to build** a new road.
- My boss **is going to give** us a rise

Passive

be going to + be + pp

- A new road **is going to be built**.
- We **are going to be given** a rise.

### Simple modals الأفعال الناقصة

**will / would / shall / should / can / could / may / might / has to / have to / had to / will have to / be to / needn't / must / ought to / used to / going to**

Active

Modal + inf.

- We **could see** many tourists in the pool.
- We **may find** more oil

Passive

Modal + be + pp

- Many tourists **could be seen** in the pool.
- More oil **may be found**.

## PAST PASSIVE FORMS:

### Past simple الماضي البسيط

Active

التصريف الثاني للفعل

- The government **built** a new school in the village last year.
- Somebody **painted** this room yesterday.

Passive

was/ were + pp

- A new school **was built** in the village last year.
- This room **was painted** yesterday.

### Past continuous الماضي المستمر

Active

was / were + v. + ing

- They **were decorating** my house yesterday
- She **was washing** the dishes when I arrived.

Passive

was/were + being + pp

- The house **was being decorated** yesterday.
- The dishes **were being washed** on arriving.

### Present perfect المضارع التام



**Active****Has /have + pp**

- Actors **have used** the hotel in many famous films.
- Somebody **has planted** some trees.

**Passive****has/have +been + pp**

- The hotel **has been used** in many famous films.
- Some trees **have been planted**.

**Past perfect****Active****had + pp**

- Mother **had not made** the bread before we went to bed.
- When Mr Ali arrived, she found that thieves **had broken** into her shop.

**Passive****had + been + pp**

- The bread **had not been made** before we went to bed.
- When Mrs Ali arrived, he found that his shop **had been broken** into.

ملاحظة

- لاحظ كيف تُبنى الجملة للمجهول مع الأفعال الآتية

say - believe - think - report - admit  
deny - consider - estimate - understand

- هذه الأفعال مفعولها عادة عبارة عن ( جملة كاملة + that )

- People **say that women live longer than men.**

- عند بناء هذه الجملة للمجهول نحذف الفاعل و نبدأ بالضمير الغير شخصي (It) و نبني الفعل للمجهول و نترك المفعول في مكانه

- **It is said that women live longer than men**

- أو نحذف الفاعل و نبدأ بالفاعل بعد ( that ) و نبني الفعل للمجهول و نحول جملة المفعول إلى ( مصدر + to )

- **Women are said to live longer than men.**

- لاحظ أيضا الأمثلة الآتية

- **They expect him to arrive soon.**

- **It is expected (that) he will arrive soon.**

- **He is expected to arrive soon.**

- **People believe that Mr Brown owns a lot of land in the north.**

- **Mr Brown is believed to own a lot of land in the north.**

- لاحظ كيف نبدأ بمفعول جملة (that) عند بناء الجملة للمجهول

- **People expect that She cooks lunch badly.**

- **It is expected that She cooks lunch badly. - She is expected to cook lunch badly.**

- نبني الفعل للمجهول و نحول جملة (that) إلى ( تصريف ثالث + to be )

- **Lunch is expected to be cooked badly.**

- إذا كان زمن الجملة بعد (that) أي زمن ماضي نستخدم ( تصريف ثالث + to have )

- **We think that Sara travelled to Cairo last week.**

- **It is thought that Sara travelled to Cairo last week.**

- **Sara is thought to have travelled to Cairo last week.**

- و إذا كان زمن الجملة بعد (that) أي زمن ماضي و أردنا أن نبدأ بالمفعول نستخدم ( تصريف ثالث + to have been )

- **Everyone believes that he has mended the car. - It is believed that he has mended the car.**

- **He is believed to have mended the car. - The car is believed to have been mended.**

هذا التركيب يعني بصفة عامة أن الناس تقول أو تعتقد شيئا ما

- **People say that the Wall of China is the greatest building on Earth. .**

- **It is said that the Wall of China is the greatest building on Earth.**

- **The Wall of China is said to be the greatest building on Earth.**

**More examples:**

- **The police believe that** the terrorists escaped.

(It.....)

(The prisoner.....)

- **It is believed that** the terrorists escaped.

- The terrorists are believed to have escaped.

- The newspaper reported that the team lost the game.

It was reported that the team lost the game.



- The team was reported to have lost the game.

ملاحظة: صيغ أخرى

- لا يمكن استخدام الأفعال اللازمة (التي لا تأخذ مفعول به) في صيغة المبني للمجهول.

- She **walked** for three hours. - The accident **occurred** early this morning.

- إذا كانت الجملة منفية بـ **don't / doesn't** نستخدم **am not / is not / aren't + p.p.** أما إذا كانت منفية بـ

**didn't** نستخدم **wasn't / weren't + p.p.**

- The police **don't allow** big cars into the city centre. (active)

- Big cars **aren't allowed** into the city centre. (passive)

- Mr David **doesn't allow** smoking in his office. (active)

- Smoking **isn't allowed** in Mr David's office. (passive)

- Tom **didn't answer** exam. (active)

- The exam **wasn't answered** by Tom. (passive)

- الحملة المنفية تظل منفية في المبني للمجهول.

- **Nobody has ever beaten** me at chess. - I **have never been beaten** at chess.

- **No one can break** the law. - The law **cannot be broken**.

- يمكن أن نستخدم الفعل (get + pp) بدلاً من (be + pp) في المبني للمجهول مع الأفعال الآتية:

يقتل **kill** - يدمر **destroy** - يدمر **damage** - يقيض على **arrest** - يقيض على **catch**

يهزم **beat** - يحرق **burn** - يتزوج **marry**

- The police **caught** the bank robbers. - The bank robbers **got caught**.

- في حالة وجود ظرف (adv.) يوضع قبل التصريف الثالث عند بناء الجملة للمجهول.

- You must plan your **work carefully**. - Your work **must be carefully planned**.

- في حالة الأفعال المتبوعة بـ (to + Inf.) نستخدم (to be + p.p.) عند التحويل إلى مبني للمجهول.

- I **want you to tell me** the truth. - I **want to be told** the truth.

- في حالة الأفعال المتبوعة بـ (v. + Ing) نستخدم (being + p.p.) في المبني للمجهول.

- I **hate people telling me lies**. (being) I **hate being told** lies.

- الأفعال مثل (like / hate / love / dislike) يمكن أن يأتي بعدها ( مصدر + to ) أو (v.ing) فتختلف صيغة المجهول.

- I don't like people **cheating** me. - I don't like **being cheated**.

- I don't like people **to cheat** me. - I don't like **to be cheated**.

## UNIT 8

## EXERCISES

Mr El Sebaei

Exercises on Grammar eight

Choose the correct answer

1-Houses (design - have designed - are designed - are designing) to be warm in winter

2-Our car ( will be repaired - is repairing - has repaired - will repair) next week.

3-The school has to ( built - be built - have been built - built) before the school year starts.

4-The car (drives - was driving - was being driven - will drive) too fast.

5-We (have invited - will invite - has invited - have been invited) to a party at the weekend.

6-The houses (collapsed -are collapsed - were collapsed -collapsing) in the earthquake

7-I expect we (will be told - will tell - have told - had told) where to go.

8-Charles Dickens (writes - is written - was written - wrote) Oliver twist a long time ago.

9-His car (has sold - will sell - was selling -was sold) for 10,000 pounds last week.

10-The bus (was broken - broke - breaks - has been broken) down yesterday.



- 11-They turned and (were run - have been run - ran - running) when they saw us coming.
- 12-This picture (painted - was painted - is painted - has been painted) by my friend last week.
- 13-Roads should (be building - built - be built - have been built) across the desert .
- 14-She (was accused - has accused - had accused - was accusing) of forging money.
- 15-It is (saying - says - said - say) that the building was started in 237 BC.
- 16-It (has believed - is believed - is believing - had believed) that ghosts don't exist
- 17-It (reports - is reported - has reported - being reported) that food prices will increase.
- 18-It ( is fearing - has feared - will fear - is feared ) that there are no survivors of the crash.
- 19-She is thought to (be suffered - being suffered - have suffered - suffers) from coronavirus.
- 20-Some of her stories ( base - is based - are based - are basing) on her travels .
- 21- The bank is said to ( rob - have robbed - have been robbed - stolen ) last night.
- 22- It ( has known - is knowing - is being known - is known ) that crime doesn't benefit.
- 23- The same characters ( were played - were playing - are playing - playing ) by the same actors
- 24-The children ( take - taken - took -are being taken ) to the park today.
- 25 There is a hole in the roof, which needs be ( looking - look - is looked - looked )at.
- 26- Your homework ( will be - will have -will - is going to ) marked tomorrow.
- 27- All the students are giving a lot of training before they sail the boats.
- 28- A lot of bread ( was baking - baking - is being baked- is baking ) at the baker's today.
- 29-The TV program about space( is shown - shown - showed- is being shown )at the moment.
- 30- He ( will tell - tells - be told - is told ) to park the car when he gets there.
- 31-What can ( see - saw - will see - be seen ) from your classroom window?
- 32- Are any new buildings going to ( build - will build - be built - are built ) in your area
- 33-Which rules must ( be - to be - will be - being ) followed at your school and at home?
- 34-What could be ( done - do - did - will do ) in your area to make it safer for young children?
- 35- Radar ..... to help planes to land.  
a) is used            b) is using            c) was being used            d ) has used
- 36-Many science articles ..... published in magazines before the war ended.  
a) had            b) has been            c) had been            d ) have been
- 37-The author's science fiction stories ..... in magazines.  
a) published            b) have been published            c) will be published            d ) are publishing
- 38-The author's science fiction stories ..... in magazines , are wonderful.  
a) published            b) were published            c) have been published            d ) are publishing
- 39-Most people know that Ahmad Zewail..... Noble Prize.  
a) awarded            b) is awarded            c) was awarded            d ) had been awarded
- 40-Haneidy .....to work on a film for the famous director Abu Saif.  
a) asked            b) has asked            c) had asked            d ) was asked
- 41-The film ..... watched by many millions of people since it was made in 1968.  
a) has been            b) has            c) had been            d ) have been
- 42-There are now parts of space that have ..... after some scientists.  
a) been            b) been named            c) named            d ) to be
- 43-This picture .....painted in the nineteenth century.



a) is                      b) was                      c) are                      d) were

44- When we went into the hotel room, the beds ( are - were - will - had ) not been made

45- This funny photo on the internet is very popular. It ..... to hundreds of people!

a) sent                      b) been sent                      c) was sent                      d) to be sent

46-Scientists will probably..... a new space station in the future.

a) be building                      b) be built                      c) build                      d) builds

47-A very fantastic view..... from your classroom window?

a) can be seen                      b) can see                      c) are seen                      d) seen

48-Many new ways of saving energy .....by scientists at the moment.

a) will be developed                      b) is being developed                      c) are being developed                      d) are developed

49-Astronauts from many countries ..... many into space.

a) will send                      b) will be sending                      c) will be sent                      d) will have to send

50-Astronauts could ..... into space in special rockets.

a) be flown                      b) fly                      c) to fly                      d) have been flown

51.The hotel rooms..... next month.

a) will be decorated                      b) are going to decorate                      c) will decorate                      d) has decorated

52-I can't travel to Luxor as my car needs.....

a) to be repaired                      b) to repair                      c) to repairing                      d) repairs

53- The huge projects.....all over the country, will change the map of Egypt.

a) are carried                      b) have been carried                      c) will be carried                      d) carried

54-She always likes her friends..... to her politely.

a) to speak                      b) speak                      c) to be speak                      d) to be spoken

55-She always likes ..... to politely.

a) to speak                      b) speak                      c) to be speak                      d) to be spoken

56-Some old buildings are going to..... in your area soon?

a) demolish                      b) be demolished                      c) demolishing                      d) demolished

57-Let's hurry; the plane is going to ..... off

a) take                      b) taking                      c) be taken.                      d) taken

58-When the police arrived at the bank, they realised that the money .....

a) had taken                      b) has been taken                      c) had been taken                      d) has taken

59-Those men..... our house yesterday morning.

a) are decorating                      b) were being decorated                      c) have been decorating                      d) were decorating

60-The police said that the windows..... before the thieves went into the building.

a) broke                      b) had broken                      c) have being broken                      d) had been broken

61-The policeman ..... to arrest the man because he was scaring people.

a) denied                      b) warned                      c) offered                      d) shouted

62- Our house..... decorated yet.

a) hasn't been                      b) hasn't                      c) hadn't been                      d) won't have

63-Last week, it .....that the exam will be postponed until next month.

a) was agreed                      b) agreed                      c) had agreed                      d) agreeing

64-Yesterday, a sports festival .....

a) held                      b) has been held                      c) was held                      d) is being held

65-The play is suggested to ..... because the leading actor is ill.

a) being cancelled                      b) cancel                      c) have cancelled                      d) be cancelled

66-The 2021 Olympic Games..... by millions of people all over the world



a) were watched      b) have been watched      c) has been watched      d) are watched

67-The ring.....while she was washing the dishes.

a) was lost      b) lost      c) is lost      d) was losing

68-She is thought .....suffered from an infectious disease.

a) to      b) to be      c) to have      d) having

69-Naguib Mahfouz's books ..... into many languages.

a) have translated      b) were translating      c) have been translated      d) had translated

70-When..... the first rocket sent into space?

a) has      b) was      c) were      d) did

71-She is said..... a lot about physics.

a) knew      b) to be known      c) that she knows      d) to know

72-Yesterday evening, nearly a million people ..... the TV programme.

a) has watched      b) was watching      c) had watched      d) watched

73-When we went into the hotel room, the beds .....

a) didn't make      b) hadn't made      c) wasn't made      d) weren't made

74-.....expected that she will arrive in time for dinner

a) She is      b) She has      c) It      d) It is

75-.....expected to arrive in time for dinner

a) She is      b) She had      c) It      d) It is

76-The club's bus..... me to the tennis competition at the weekend.

a) was taken      b) has taken      c) took      d) were taking

77-This library book is very old . I think it ..... by a lot of people!

a) was read      b) has been read      c) read      d) is being read

78-They..... the hotel before they built those flats.

a) had opened      b) had been opened      c) has opened      d) open

79-The hotel ..... before the flats were built.

a) had opened      b) had been opened      c) has opened      d) open

80-They ..... the school windows.

a) have cleaned      b) had cleaned      c) cleaning      d) have been cleaned

81-The teacher says that our homework will ..... tomorrow.

a) mark      b) marking      c) be marked      d) marked

82-All the students..... a lot of training before they sail the boats.

a) are given      b) is being given      c) are going to give      d) are giving

83-A lot of bread is..... at the baker's today.

a) baking      b) baked      c) being baked      d) to bake

84-The TV programme about space..... at the moment.

a) shown      b) has been shown      c) is shown      d) is being shown

85-He ..... where to park the car when he gets there.

a) will be told      b) will be telling      c) will tell      d) has told

86-All the efforts ..... to increase our products.

a) made      b) will have made      c) will make      d) will be made

87-All the efforts ..... by our teachers should be appreciated.

a) made      b) will have made      c) will make      d) will be made

88-The amount of energy that we use every year must .....

a) reduce      b) be reduced      c) have reduced      d) de reducing

89-There's somebody behind us . I think we .....

a) are following      b) should follow      c) are being followed      d) follow

90-Don't let yourself .....

a) cheated      b) cheating      c) be cheated      d) to cheat